



MORGAN COMMUNITY COLLEGE

DUPLICATE DIPLOMA/CERTIFICATE REQUEST FORM

Instructions

To receive a duplicate copy of a previously awarded Associate's degree diploma or technical certificate please complete and return this form. There is no charge for the first duplicate diploma. Subsequent diploma requests may have charges applied.

Duplicate diplomas are marked 'DUPLICATE' in the lower left corner. A diploma is NOT a transcript and is not intended to be used as official proof of a degree or certificate. Allow up to sixty (60) business days (not including weekends or holidays) for your duplicate diploma/certificate request to be processed (this includes the time needed for verifications as well as to print the diploma/certificate). Allow for additional mailing time.

Student Identification

Today's Date:

Student Date of Birth:

Student ID:

Last four digits of SSN if ID is unknown:

Student Name:

The official name on your academic records will be the name printed on your diploma. If you require a different name on your diploma than what is listed on your Academic Records you must submit a Name Change form along with official documentation of the change. You may submit the Name Change form along with this request.

Mailing Address:

City:

State:

Zip:

Your duplicate diploma and/or technical certificate will be mailed to you at the address you list below and your academic records will be updated to reflect this address.

Contact Phone:

Contact Email:

Student Signature:

Duplicate Diploma/Certificate Requested

Year Awarded:

Term:

Spring

Fall

Summer

Associate of Arts

Associate of Arts with a designation in:

Associate of Science

Associate of Science with a designation in:

Associate of General Studies

Associate of Applied Science with a major in:

MUST indicate at LEAST ONE when indicating AAS

Certificate in:

MUST indicate at LEAST ONE when indicating Certificate

Return Form To:

Morgan Community College Student Services Records Office/Graduation Processing

920 Barlow Road • Fort Morgan, CO 80701

FAX 970-542-3114 • student.services@morgancce.edu